

SECRET

100-3525
1 NOV 1956

MEMORANDUM FOR: Director of Communications

FROM: Director of Training

SUBJECT: Request for Special Scheduling of Writing Workshop

REFERENCE: Your memorandum to me, dated 5 September 1956,
same subject

1. Since we received your request, referenced above, members of our respective staffs have discussed the feasibility of conducting Writing Workshop training for your personnel at the [redacted] Center. It appears that general agreement has been reached on the questions involved, and that satisfactory arrangements can be made. 25X

2. We can send an instructor to [redacted] early in January, preferably on 7 January 1957, to offer a version of the Writing Workshop especially adapted to the needs of the [redacted]. Details of the course schedule are still tentative; however, we suggest a course of approximately 40 hours, to be offered for two classes of 12 students, each class to run for 2 weeks, half time. If this plan is satisfactory to you, the Intelligence School will prepare a firm program and will work out remaining details with [redacted] of your Office. 25X

3. I appreciate the very cordial cooperation shown by your staff here at Headquarters and at [redacted] in developing this arrangement, and I am glad that we can provide the service you request. 25X

SIGNED

MATTHEW BAIRD
Director of Training

Distribution:

25X1 Orig. and 1 - Addressee
1 - [redacted]
✓ 1 - D/TR (Chrono)
1 - C/IS/TR

25X1 OTR/IS [redacted] (30 October 1956)

SECRET

00-6394

F06-2066

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 5 SEP 1962

FROM : Director of Communications

SUBJECT: Request for Special Scheduling of Writing Workshop

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1. A number of my personnel presently assigned to the [redacted] who are engaged daily in the task of writing engineering reports, training evaluations and text material, would benefit considerably by enrolling in the Writing Workshop training conducted by your Office. However, as discussed between Messrs. [redacted]

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[redacted] of our offices, the distance between [redacted] and Headquarters, and ensuing travel problems, discourages enrolling these individuals in your regularly scheduled classes.

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2. Alternatively, and if possible, I would sincerely appreciate your arranging to conduct the Writing Workshop within the next several months at the [redacted] for twenty-four of my people. Ten of this group are radio engineers doing research and development work and the remainder are members of my Communications Training Staff or personnel of the [redacted]

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3. In considering this request, should your staff need further information in regard to our requirements, please have them contact [redacted]

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[redacted]
Director of Communications

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